

Appendix 3 - Professional Standards Committee Terms of Reference

IEMA New Professional Standards Committee (*the New PSC*) Terms Of Reference (ToR)

Approved by Board 22.9.16

<p>Context</p>	<p>In line with other reforms of governance and executive capabilities, the PSC has been reviewed and as a consequence, has a new role to play.</p> <p>The catalyst for the review is IEMAs adoption of its Vision of “Transforming the World to Sustainability’ (2014). This set wholesale changes and reforms of IEMA.</p> <p>These ToR have also taken into account the revised roles of the Board and Strategic Advisory Council (SAC) whereby the SAC will have a role in advising the Board on likely changes with the profession.</p> <p>The Board of IEMA is responsible (and accountable) to its members for creating a globally recognised professional body. It automatically flows that this means IEMAs Professional Standards should be valid and have the right professional profile.</p> <p>In order to achieve this aim PSC will act as the Board expert committee to oversee the work the executive undertake to meet this objective, reporting back to the Board and acting on its delegated authorities on any developments.</p>
<p>Purpose</p>	<p>PSC is a sub-committee of the Board and its purpose is to act as an oversight on behalf of the Board to ensure that the development and application of IEMAs professional standards, assessments and training, are global, valid and fair.</p> <p><i>Definition of validity used in this ToR is whether we’re assessing the right thing, in the right way, to assure the accuracy and usefulness of assessment results</i></p>
<p>Remit and Responsibilities</p>	<ul style="list-style-type: none"> • To advise (and recommend to) the Board on the development of strategic plans relating to Professional Standards activity • Ensure adequate performance improvement plans are in place and being monitored effectively • To ensure IEMA has appropriate performance systems relating to Professional Standards activity and their development hereon in • Ensure IEMAs approach to CPD is appropriate and consistent with its purpose

	<ul style="list-style-type: none"> • Ensure IEMAs Skills Map across IEMAs scope and geography are current and valid • Ensure that IEMAs assessments against Professional Standards are conducted fairly, consistently and appropriately • Ensure IEMA has fit for purpose appeals and disciplinary processes • Ensure IEMA system delivers appropriate quality of training providers and upholds the standards of IEMA courses • To act as guardian of IEMAs code of conduct
Authorities	<ul style="list-style-type: none"> • To endorse development plans relating to IEMAs Professional Standards activity highlighting areas of risk or opportunity • To report to the Board on performance matters relating to IEMAs Professional Standards Committee activity • To recommend to the Board any material changes in IEMAs Professional Standards and assessment methodologies and skills map • To request performance data and corrective action on matters relating to PSC purpose • To endorse the QA systems used to approve IEMAs Training Providers • To ensure that the appeals process is fit for purpose • To ensure the appeals process is consistently applied • To ensure IEMAs Professional Standards activity is equal in opportunities <p><i>See Governance Guidance Document which sets out the authorities of the Board, PSC and Executive</i></p>
Status	<p>The PSC is a sub-committee of the Board.</p> <ul style="list-style-type: none"> • The PSC’s authority is derived by approval by the Board of these terms of reference on 22.9.2016
Membership	<ul style="list-style-type: none"> • The Chair of the PSC will be appointed by the Board and will also serve as a Non-Executive Director of the Board. • PSC members will be invited to nominate a candidate for Chair • The Chair will appoint members through appropriate means covering the mix of skills appropriate to IEMAs strategic direction • The PSC will comprise up to [8] members (minimum 4). It will be an appropriate mix of <ul style="list-style-type: none"> ○ Professional Standards, learning and assessment professional, Industry/employer, international. General sustainability expertise is not regarded as a pre-requisite to being a member. • Each member will be at Full or Fellow level (or if independent will have appropriate experience) • Each appointment will be a fixed term of 3 years renewable once only

	<ul style="list-style-type: none"> • A quorum comprises 4 members of the PSC • Virtual meetings will be considered the norm • The authority and ToR of the PSC will be reviewed and determined regularly by the Board • The PSC will regularly review its own performance, constitution and terms of reference to ensure it is operating to optimum effect and recommend any changes it considers necessary to the Board for approval • If specialist skills are required for the committee’s work programme, individuals will be co-opted onto the committee for a limited period. These individuals do not need to be a member of IEMA • A PSC subcommittee shall recruit members of PSC in line with the capabilities stated in these ToR • PSC members must comply with the IEMAs Corporate Governance Code
Capabilities	<ul style="list-style-type: none"> • Membership of PSC shall reflect the range of skills needed to conduct its duties • the majority of the PSC will be IEMA members • The Chair of PSC will preferably be a Full or Fellow member of IEMA • The capabilities of PSC will be determined by the Chair - The PSC shall have collective relevant experience of professional standards and assessment methodologies and skills to assist the functions of the PSC • Appointment of PSC members will give due consideration to any vested interest of individual members
Vested interest	<ul style="list-style-type: none"> • Members will be expected to work with the sole aim of contributing to IEMAs members interest • Any vested interest will be declared at the beginning of the meeting or at the beginning of any relevant agenda items • Members may be asked to leave if the vested interest is considered to compromise the integrity and fairness of IEMAs work
Meetings	<ul style="list-style-type: none"> • The PSC shall meet at least 3 times a year, or at the discretion of the Chair person and in agreement with the executive and committee members • Timely notice of all meetings will be offered along with supporting papers • PSC members who miss 3 or more consecutive scheduled meetings without acceptable reasons agreed with the Chair person, will be considered to have resigned from the PSC. • Only PSC members are able to attend meetings unless by invitation of the Chair
Reporting	<ul style="list-style-type: none"> • IEMA will provide secretariat to the PSC • Approved minutes will be considered accessible to members of the Board

	<ul style="list-style-type: none"> • Approved minutes will be considered accessible to all IEMA members • Matters of confidentiality or commercial interest will be omitted from published minutes • The Chair of PSC will report into the Board on matters relating to PSC ToR
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Current PSC Members

NB: All positions currently being recruited- Feb 2017

Chairman
Members